Goal:
to provide a print ready pdf file.

Press Quality PDFs:
Many programs provide several methods to make a pdf file(printing to a pdf driver, saving a file as a pdf and exporting the file as a pdf). Below is listed one way for many popular programs. Regardless of the method chosen, a Press Quality pdf should be the end result.

Qualities of a Print Quality file
1. crop marks
2 bleeds; 1/8 inch beyond the borders
3. colors; Spot or CMYK (depending on the print method)
4. size is correct
5. photo resolution is 300 dpi
6. fonts are either in outlines or embedded

InDesign
1. Choose File > Export.
2. Specify a name and location for the file.
3. For "Save As Type" (Windows) or "Format" (Mac OS), choose "Adobe PDF", and then click Save.
4. Choose Adobe PDF Preset "Press Quality"
5. Then select the following options:
Under "Marks and Bleeds" select
a. crop marks
b. bleed (.125")
6. Click Export (Windows) or Save (Mac OS).

Illustrator
1. Choose File > Save As or File > Save A Copy
2. Specify a name and location for the file.
3. Choose Adobe PDF (*.PDF) as the file format, and click Save
4. Choose Adobe PDF Preset "Press Quality"
5. Then select the following options:
Under "Marks and Bleeds" select
a. crop marks
b. bleed (.125")
6. Click Export (Windows) or Save (Mac OS).

Photoshop
1. Choose File > Save As, and then choose Photoshop PDF from the Format menu.
2. Click Save.
3. In the Save Adobe PDF dialog box, choose an Adobe PDF preset specifying whether the Photoshop PDF file will be printed on a desktop printer or proofer, sent to a commercial printer, distributed by email, displayed on the web, and so on. For details, see Adobe PDF presets.
4. Choose Adobe PDF Preset "Press Quality"
5. Click Export (Windows) or Save (Mac OS).

MicroSoft Word
MAC
1. Choose File menu, click Print, and then click Save As PDF.
2. In the Save As box, type a name for the file.
3. Locate the folder and disk where you want to save the file, and then click Save.

PC
1. Print
2. Select "Adobe PDF" as the printer
3. Under Properties
        a. select: "Press Quality" for Default Setting
        b. uncheck "Rely on system fonts only; do not use document fonts"
        c. select the appropriate size

Quark Xpress
1. File > Export > Layout as PDF
2. Select the following Options:
        a. Compression "none"
        b. Resolution > keep resolution
        c. Job Options: embed all fonts;
        d. Output: select either composite, cmyk, black and white or "as is" for spot color;
        e. Output select:
                1. crop marks
                2. bleed - symmetric .125"
                3. Save